



e-Power Video Tutorials presents:



e-Tips Newsletter

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Webinar: Exploring Eclipse by Keith Vincent

March 28 - 9:00-4:00 Central

replaces Nashville & Chicago workshops canceled in light of coronavirus concerns

Houston Workshop 2020 August 22

*7 hours of Eclipse update
3 hours of indexing as per Texas format*

To check availability, contact Keith at 4kvincent@gmail.com.

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Keith Vincent

Eclipse Translation Magic Rules

To handle steno that is NOT defined in your dictionary, **most CAT programs offer single-stroke phonetic translation**. In contrast, **Eclipse Translation Magic is a patented feature that can handle multi-stroke sequences that are either undefined or mistroked**. It's so important that in every workshop I present, I speak about how to get the best results from Translation Magic.

The most basic advice I give is to **turn Translation Magic ON and to find the "Overall replacements" number that works best for you**. The original default setting of 50 proved to be too strong for many people, and the current default is 5. However, I get the best results at about 25. If you find that Translation Magic is making too many incorrect guesses, lower the number a bit.

For defining imperfectly written steno, I recommend using slop-stroke syntax. For me, AOETS is "eats" and ETS is "et cetera." If I drag in an O when I'm trying to write my ETS for "et cetera," I should really use the slop-stroke syntax and define OETS as **{=ETS}** instead of defining it as "et cetera". **Translation Magic never considers imperfect steno that's defined with slop-stroke syntax**, but an entry like **{=ETS}** does tell Eclipse what I was trying to write. Let me go a step further. If I misstroke "eats" as OELTS, Eclipse will NOT guess "et cetera." Yes, OETS is closer to OELTS **{=ETS}** than to AOETS "eats", but Translation Magic never extrapolates from a slop-stroke entry. I could say slop-stroke syntax is misstroke syntax.

In other words, **a dictionary entry that is defined as ordinary text like "et cetera" implies that the steno is perfect**. Translation Magic can consider that you might have mistroked that perfect steno. In contrast, **a slop-stroke entry **{=ETS}** is a defined misstroke, and Translation Magic is not allowed to consider that you might have mistroked a misstroke**.

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Remote Court Reporting with Zoom



Remote reporting is in great demand today. Many proceedings are being scheduled with videoconferencing and done remotely. **Zoom Cloud Meetings** is an excellent way to offer this service.

So how do you remotely report a legal proceeding using Zoom? The steps you need to take are quite easy and should not be intimidating.

1. Check your Internet connection using Speedtest.net.

2. Install a USB webcam with a headset mic with boom microphone, lapel mic or speakerphone such as a Polycom.

3. Set up or join a Zoom meeting between the witness and attorneys.

Before you attempt to report a remote deposition or court hearing, be sure that you have a clear understanding of how this all works and have practiced this on your own. Set up a Zoom meeting with a reporter friend or family member first to test how this all works and familiarize yourself with the meeting controls.

Be sure that the Internet connection is robust to avoid buffering and drop-outs or delays. Zoom does a good job of minimizing bandwidth but does need a good connection. Zoom requires a minimum of 2.0 Mbps up and 4.0 Mbps down for dual screen. If doing this remotely from your own office, it is best to plug your laptop directly into your router as opposed to using wifi.

It is very important to have the right equipment. **You will need a laptop and/or a tablet.** Your iPad, iPad Pro or Microsoft Surface work very well for Zoom meetings.

Look for built-in WWAN LTE data for your mobile Internet connection on both your laptops and tablets. LTE data is an excellent alternative source for your Internet connection in addition to the in-house wifi. You can always use a dedicated hotspot for Internet access. If you are at a law firm, they should have wifi for you.



In addition to your laptop and tablet it is best to have a webcam. Logitech makes some very good webcams.

You will need to have the Zoom software installed. Zoom Pro costs just \$14.99 per month and enables up to 100 participants. With the Zoom software, you can schedule, host, and **record** the proceedings. First, start your video meeting. Choose to invite someone to the meeting. Copy and past the link that Zoom gives you and send it to the other attending parties.

When the proceeding starts, you will want to start the recording. You may want to let the parties know that the meeting is also being recorded. Whenever there is a break, you may pause the recording. Don't forget to restart your recording when the meeting resumes.

Zoom has a feature where each time a party speaks, it will identify them on the Zoom screen so you will know who is speaking. If you have any difficulty identifying the speakers, you can always ask them to identify themselves each time they speak just like on a conference call. This automatic identification of speakers each time they talk makes me much more comfortable reporting remote depositions.

When exhibits are being used, the meeting participants can share the document on the Zoom screen so you will be able to see the exhibits. They will need to send these exhibits to you afterwards for marking and attaching to the final transcript.

So how do you use the audio file recorded by Zoom to edit your transcript within Eclipse?

One way to do this is that when the deposition is over Zoom will automatically save the video and audio file to your computer. If you did not host the meeting, the host of the meeting first needs to enable the function in the meeting controls for you to save the video and/or audio.

You can **convert the M4A audio file created by Zoom to .MP3 using Windows.** You will find a "Zoom" subfolder in your "Documents" folder. Find the file there with the extension .M4A. That is your audio file. **Right-click on the file and rename the .M4A file to be the same name as your Eclipse Job and change the extension to .MP3.** That is all you need to do. In Eclipse Version 9 or greater, you can use Eclipse to take it from there so that you can use this audio file for editing your transcript.

Eclipse Translation Magic: Exceptions List

(Continued from page 1)

In the “Programming” section of User Settings, the **“Translation Magic Rules” let you create exceptions that override TM analysis.** For many, a comma is steno -RBGS, and a period is -FPLT (which is close to -PLT for suffix “ment”). If you write “agree” followed by a period (-FPLT), you could end up with “agreement” if Translation Magic sees -FPLT is a mistroke for -PLT. As for -RBGS, it can end up creating phonetic replacements with “rks” in them. We add -FPLT and -RBGS to the TM Rules to prevent such mistranslations.

There are some steno strokes that have a specific meaning for me and they are never part of writing a sequence of sounds. For me, the steno “E” is the pronoun “he”. For the long “e” sound, I write AOE. Steno “A” is the article “a”, but I write AEU for the “a” sound. Steno “U” is the pronoun “you”, but I write AOUE for the long “u” sound. Steno “EU” is the pronoun “I”, but I write AOEU for the long “i” sound. Also, TP (“if”), TPH (“in”), PW (“about”), -PB (“than”), -FP (“much”), -PL (“many”).

In the Translation Magic Rules, you can enter any single steno stroke on a line by itself in order to prohibit TM from ever replacing that steno, no matter what. What you add will depend on your steno theory. For instance, if your steno AEU never means anything other than the article “a” and you write steno A for the sound “a” (as in “anonymous”), then you would have steno AEU on this list where I have steno A.

-FP
-PB
-PL
A
E
EU
PW
TP
TPH
U

In other words, **Translation Magic only knows general steno theory unless you tell it otherwise.** I put steno E on this list so that Translation Magic will not see E SREPBT as “event” when I was trying to write “did he vent the room?” **Again, some folks might write “event” that way, but I would write AOE SREPBT.**

You’ll notice that a few of these start with a hyphen. That’s to indicate that these strokes are entirely in the right half of the steno keyboard.

The default Translation Magic Rules contains lines that eliminate certain text strings from consideration for mistroke replacement. These lines begin with +, =, <, or > to indicate the following:

+EntryContains
=EntryEquals
<EntryStartsWith
>EntryEndsWith

Here are some specific examples:

+{FLUSH} prevents Translation Magic from guessing that something should perform a FLUSH command, which would be disruptive for captioners.

={DELETE} prevents Translation Magic from guessing that something should equal a delete stroke.

<M: prevents Translation Magic from guessing that something should execute a macro command.

I only mention these last items so that they will not be mysterious for you if you open your Translation Magic Rules.

Translation Magic is such a powerful part of Eclipse. I hope this tip will encourage you to use it to maximum advantage.

Upcoming Eclipse Workshops Webinar by Keith Vincent

In light of coronavirus concerns, the workshops originally planned for Nashville and Chicago have been changed to a Live Webinar, so you can attend the class from the comfort of home. The price has been lowered to \$225.

The webinar covers the most important enhancements in Eclipse 9, with great tips for getting

more from features introduced in Versions 5, 6, 7, and 8. Class is from 9:00 to 12:00 Central and then 1:00-4:00, so it’s eligible for 6 hours of continuing education credit. No recording will be available, hence “Live Webinar.”

To sign up for the webinar, contact Keith directly. The e-mail address is 4kvincent@gmail.com or telephone 281-908-4777. Register without delay!

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